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October 14, 2014

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

24 of October 14, 2014

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**ACQUISITION OF OFFICE EQUIPMENT FOR OUR REPRODUCTION UNIT  
(ALL SUPERVISORIAL DISTRICTS)(3 VOTES)**

**SUBJECT**

Authorize the County Purchasing Agent to proceed with the acquisition of reproduction equipment with a purchase cost in excess of \$250,000 for the Office of the District Attorney (LADA).

**IT IS RECOMMENDED THAT THE BOARD:**

Approve the acquisition of a Digital Press which has a unit cost in excess of \$250,000 or greater.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the recommended action is to comply with the County of Los Angeles Equipment Policy (Policy) that the Board adopted on October 16, 2001. The Policy requires the Board's approval prior to the County department's requisitioning the purchase of capital equipment with a unit cost of \$250,000 or greater. The LADA is requesting the Board's approval to authorize Internal Services Department (ISD) to proceed with the acquisition of one (1) Digital Press.

The Digital Press meets the LADA's printing requirements enabling LADA prosecutors to use the highest level of visual presentation in trial court proceedings. The presentation of evidentiary photos is a critical component in the trial process.

This new equipment will eliminate over 70 percent of the processing time of the older less efficient printer. In addition, the Digital Press will reduce our need to send work to outside vendors therefore, reducing our cost for outsourced work. The Victim Witness Program purchases printed flat magnets

and other promotional material informing the public of their rights as victims of crime. A Digital Press is the only equipment able to print on these types of material.

### **Implementation of Strategic Plan Goals**

Acquisition of the Digital Press will improve the LADA's operational effectiveness and our ability to provide integrated service delivery (Countywide Strategic Plan Goals 1 and 3). The Digital Press will enable the LADA to continue to produce high quality and professional public service brochures and informational material on issues such as Victim's Rights, How to Avoid Financial Scams, Domestic Violence, Child Abuse resources and other materials relating to crime prevention, utilizing newer, more cost effective and environmentally sound methods. The Digital Press will also provide LADA prosecutors with a fast and economical way of producing higher resolution printed graphics to use in trial, enhancing their ability to provide juries with the most accurate account of the facts possible.

### **FISCAL IMPACT/FINANCING**

The cost for this new equipment is estimated to be less than we presently pay for our current equipment. Funding is included in the Department's Fiscal Year 2014-15 budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On October 16, 2001, the Board adopted a policy; whereby, County departments must obtain the Board's approval to purchase equipment with a unit cost of \$250,000 or greater prior to submitting their requisition for purchase.

### **ENVIRONMENTAL DOCUMENTATION**

In accordance with Section 15378 of the California Environmental Quality Act Guidelines, approval of the recommended action does not constitute a project; therefore, it is not subject to the requirements of the California Environmental Quality Act.

This new equipment will reduce the work being processed now on the Offset Press, which uses hazardous chemicals and inks that can only be handled by our professional printers. The new equipment is in compliance with the Air Quality Management District standards.

### **CONTRACTING PROCESS**

This is a commodity purchase under the statutory authority of the County Purchasing Agent. The purchase will be requisitioned through and accomplished by ISD in accordance with the County's purchasing policies and procedures.

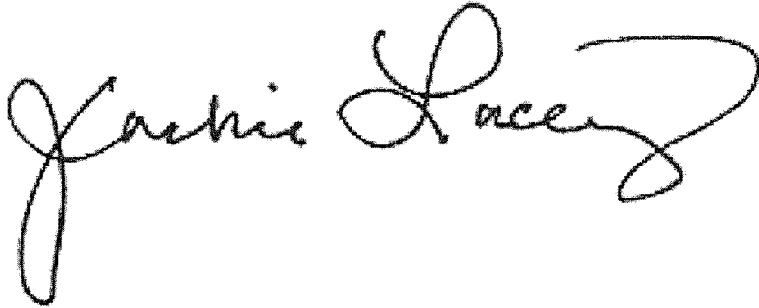
### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The Digital Press will reduce our need to send work to outside vendors therefore reducing our cost of outsourced work.

**CONCLUSION**

Any questions may be directed to Adolfo Gonzalez, Chief of Property Management and Support Services at (213) 202-7604 or via email at [agonzalez@da.lacounty.gov](mailto:agonzalez@da.lacounty.gov).

Respectfully submitted,

A handwritten signature in black ink that reads "Jackie Lacey". The signature is fluid and cursive, with the first name "Jackie" and last name "Lacey" clearly distinguishable.

JACKIE LACEY  
District Attorney

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c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
Internal Services Department